



Annual Safety, Health and Environment Report 2019 / 2020



making Lancashire safer

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Introduction

This report summarises the arrangements in place to deliver the Service's Safety, Health and Environment Policy and provides a summary of safety, health and environment performance data.

It includes the reporting on occupational safety, health and environmental issues that have arisen during the period 1st April 2019 to 31st March 2020.

Lancashire Fire and Rescue Service (LFRS) Safety, Health and Environment Management Arrangements

Lancashire Combined Fire Authority (CFA) has overall responsibility for the effective governance of health, safety and environment. The Fire Authority is responsible for agreeing the safety, health and environment policy and for ensuring adequate resources is available for safety, health and environment purposes. The Authority will provide a clear direction for the Executive Board and Senior Management Team to establish policies and procedures and manage safety, health and environment performance effectively.

Whilst individual members of staff, supervisors and managers all have responsibility for safety, health and environment, the Safety, Health and Environment (SHE) Department coordinates and oversees the day to day management of health and safety activities and at the same time continues to provide competent professional advice.

The Health and Safety Management System (HSMS) is based on the Health and Safety Executive model HS (G) 65 – Successful Health and Safety Management and written and implemented to the International Standard for health and safety management system ISO 45001:2018. The Environment Management System (EMS) is written and implemented to the International Standard ISO 14001:2015.

During 2019/2020 we have continued to enjoy a positive working relationship with the Representative Bodies, particularly the Fire Brigades Union and UNISON. The Service consults formally on a quarterly basis working together to ensure safety, health and environmental concerns are resolved. Safety Representatives play a vital role in achieving a healthier and safer workplace and improving our health and safety culture whilst reducing our impacts on the environment.

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Controlling Risk within LFRS

The varied nature of the Service's work activities and working environments inevitably means that there is a broad range of risks to manage. The level of risk to both employees and service users can be identified from a number of the Service's performance measures including the:

- total number of accidents reported by employees and non LFRS employees;
- number of safety events reported to the Health and Safety Executive;
- number of near miss events reported;
- number of days lost following an accident at work;
- type of events that are being reported;
- risks being managed effectively through the development and implementation of policies and procedures contained within the Service's HSMS and EMS;
- carbon emissions from LFRS premises and activities; and
- fitness assessments for operational staff.

The HSMS and EMS and associated policies and procedures are designed to promote safe systems of work and minimise the risk of injury to employees and visitors and reduce the impact to the environment. The SHE Department develops bespoke and proportionate procedures for LFRS, minimising 'red tape' and focusing on controlling real risks in the workplace. Managers, through devolved safety, health and environment responsibilities, ensure that recognised safe systems of work are being applied 'as far as is reasonably practicable'.

To ensure that the Service continues to meet its legal obligations in respect of safety, health and environment we ensure that all policies, procedures, instructions and guidance are regularly reviewed and updated. SHE training is refreshed every three years together with any specific training required by role.

Safety, health and environment performance is reviewed on a regular basis, through high level scrutiny via the CFA Performance Committee and at Director Level through the LFRS Health, Safety & Environment Advisory Group (HSEAG) chaired by the Director of People and Development and Health and Safety Consultation Committee chaired by the Deputy Chief Fire Officer.



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External Audit of the Health and Safety and Environment Management Systems

Since initial certification in November 2011, surveillance visits have been conducted annually and re-certification every three years to maintain external certification for our HSMS and EMS. In February 2020 the auditors from British Assessment Bureau carried out audits against the international standards for health and safety ISO 45001:2018 and environment ISO 14001:2015.

The scope for both standards was '**The Provision of Fire, Rescue and Supporting Services across Lancashire**'. This included all operational activity with visits to five fire stations operating different duty systems together with a number of supporting departments including Safety, Health and Environment, Corporate Communications, Fleet and Engineering Services, Procurement, Human Resources and Property. Continued certification has been granted for ISO 45001:2018 and ISO14001:2015. LFRS received no non-conformances or opportunities for improvement.



During the audit process, the auditor identified a number of positive aspects, including:

- Opportunities for improvement are identified by the service negating the need to be raised by the Auditor.
- We do communication well – internal and external.
- Simplified appraisal process a good approach.
- Document management and control no issues within the HSMS and EMS.
- Improvement is carried out through near miss reporting.
- Dedicated people within the service.



As part of the audit, where areas for improvement were identified by LFRS staff, these have been developed into an 'improvement action plan' and taken forward through the Service's Health, Safety and Environment Advisory Group.

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Improvement Actions during 2019/20

LFRS ensures continuous improvement is made in both the HSMS and EMS each year. Below are some examples of the improvements carried out during 2019/20:

- Reviewed the organisational arrangements for health and safety and environment to meet the revised meeting structures within LFRS.
- Continued to embed improvements in fitness and the mandatory fitness testing for operational staff.
- Carried out Workplace Wellbeing Toolbox Talks and wellbeing promotions at our fire stations, service headquarters and service training centre to continue to embed and support staff health and wellbeing.
- Introduced our Leadership Framework into LFRS.
- Continued to provide improved PPE for attending operational incidents.
- Continued to implement National Operational Guidance into service.
- In partnership with UCLAN and FBU developing best practice to mitigate the potential risks of contaminants on dirty fire PPE.
- Made improvements and refurbished the fire house training building at Service Training Centre (STC) used to deliver breathing apparatus training to operational crews.
- Extended our Employee Assistance Programme contract for a further two years.
- Continued to develop and integrate the Wildfire Burn Team and their skills into Wildfire Operational Incidents.
- Carried out a self-assessment against the Blue Light Wellbeing Framework promoted by the National Fire Chiefs Council.
- Introduced the Operational Briefing Note to ensure learning from incidents is communicated effectively.

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Health and Safety Performance

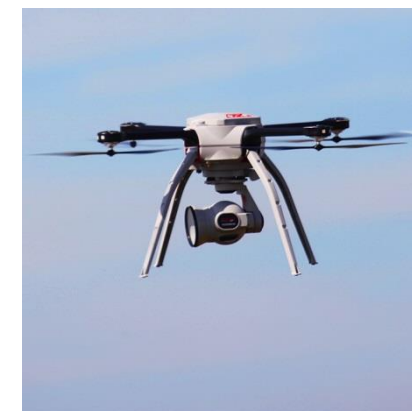
Active Monitoring is integrated into day-to-day work. This includes an integrated approach to workplace inspections at station and department level for both health and safety and environmental hazards and risks.

In addition to day-to-day monitoring of health and safety by managers, active monitoring features extensively during operational incidents and forms an essential part of the Incident Command System at all levels. Incidents are monitored, debriefed and outcome reviews are carried out to ensure that continuous learning from incidents is achieved.

The Service has implemented a system of robust reactive monitoring as defined in the accident reporting and accident investigation procedures of the HSMS. The SHE department co-ordinates and controls this system, and heads of department and line managers are responsible for implementation.

During 2019/2020 there were:

- **88 accidents** (73 to LFRS staff and 15 to non LFRS staff) each event being investigated and recorded in line with Service Policy.
- **113 near misses** (91 near misses and 22 near miss attacks on staff) that were investigated and the recommendations were fed back into the service policy, procedure, or risk assessment as appropriate.
- There were **9 RIDDOR** events that were reported to the Health and Safety Executive; 1 major injury and 8 resulting from over 7 day's absence.



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A summary of the total accident and ill-health statistics for 2019/20 are detailed below in Figure 1.

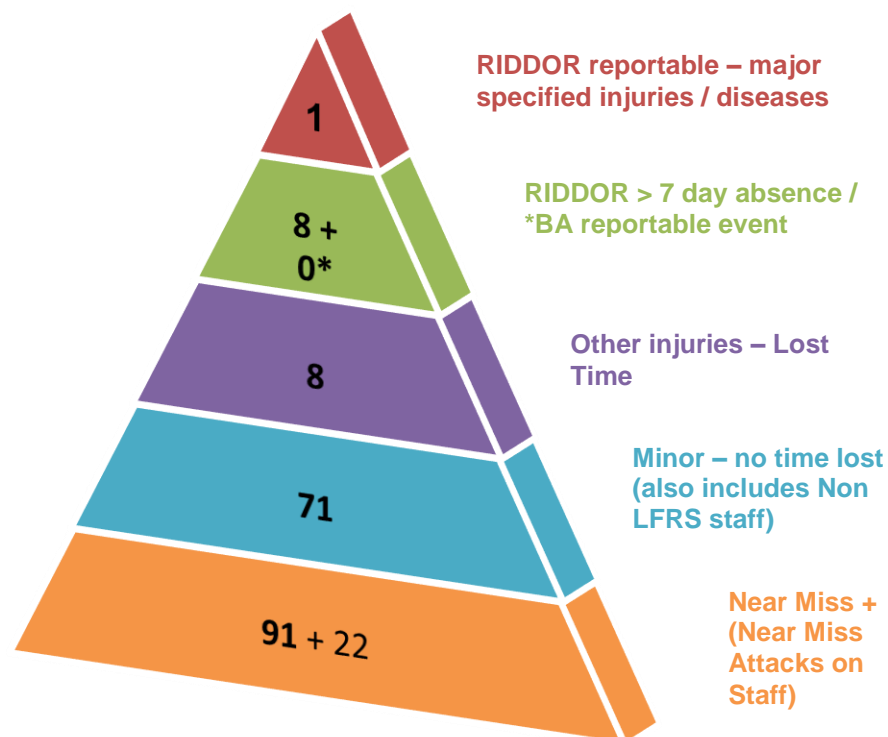


Figure 1

The figures in the following Table 1 relate to working days lost due to work related injury/illness.

The overall trend is downward from absence following work related injury/illness. In 2018/19 one long term absence resulted in 162 days off work which impacted on the performance for that year.

Year	Days Lost
2015/16	331
2016/17	205
2017/18	245
2018/19	377
2019/20	264

Table 1 - Days Lost due to Work-related injury/illness 2015/16 to 2019/20

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Figure 2 gives a background position on the safety performance of LFRS since 2014/15:

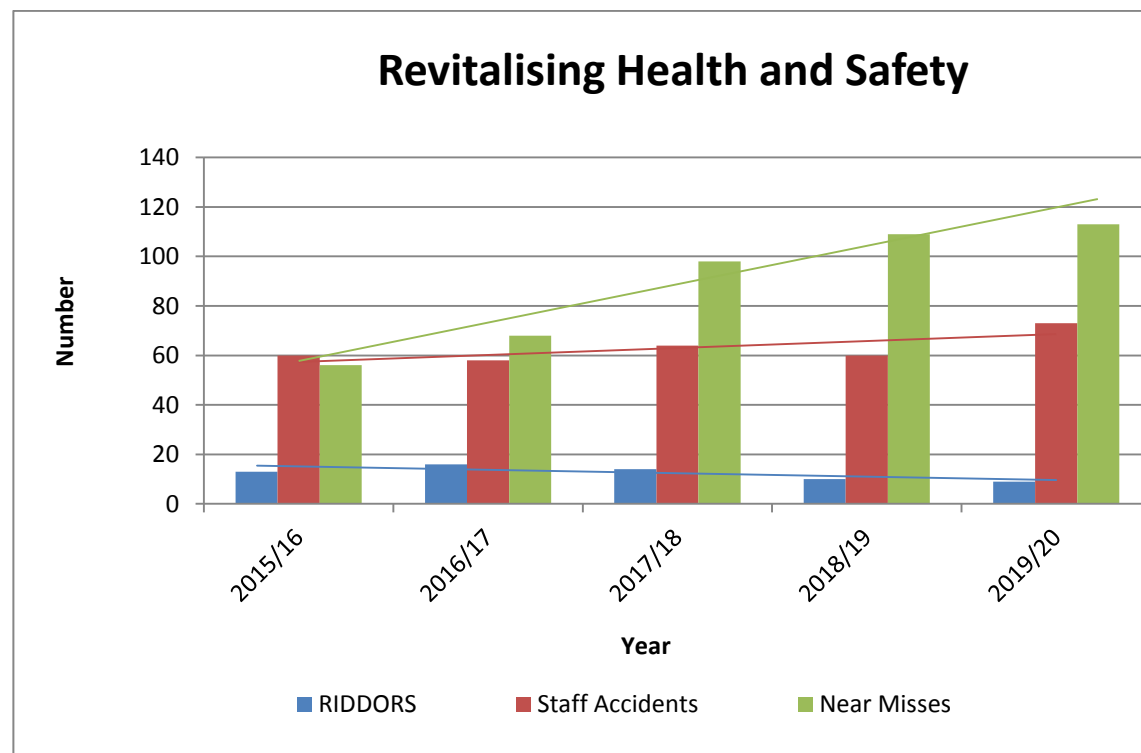


Figure 2 – LFRS Safety Performance 2015/16 to 2019/2020

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Table 2 shows the types of accidents that were reported during 2019/20 comparing the last five year's performance with the numbers for each category.

TYPE OF ACCIDENT	LFRS Staff 2019/20	LFRS Staff 2018/19	LFRS Staff 2017/18	LFRS staff 2016/17	LFRS staff 2015/16	Non LFRS staff 2019/20	Non LFRS staff 2018/19	Non LFRS staff 2017/18	Non LFRS staff 2016/17	Non LFRS staff 2015/16
Handling lifting or carrying	18	7	15	17	23	1	2	1	4	5
Hit by moving, flying or falling object	12	4	7	5	6	2	2	4		1
Slip trip fall	12	11	9	12	9	2	2	1	4	3
Hit something fixed or stationary	4	10	8	6	1	5	3	6	1	-
Other	15	12	7	11	10	2	-	1	4	1
Injured by an animal	2	1	3		1		-	-		-
Fall from Height	1	3	4		1	2	-	1	1	
Exposed to fire	1	6	3		4		-	1		1
Exposed to harmful substance	4	4	7	3	3		2	-	3	1
Exposed to an explosion		-	1	-	-		-	-	-	-
Contact with Electricity		-	-	2	-	1	-		-	-
Hit by a moving vehicle	1	1	-	2	1		-		-	-
Contact with Moving Machinery	1	-	-	-	-		-		-	-
Drowned or Asphyxiated		-	-	-	-		-		-	-
Physically assaulted by a person	2	1	-	-	1		2		8	2
Trapped by Something Collapsing		-	-	-	-		-		-	-
TOTAL	73	60	64	58	60	15	13	15	25	14

Table 2 – Types of accidents in 2019/20 compared to 2015/16 – 2018/19.

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Near Miss Reporting

A near miss event is an unplanned and unforeseeable event in which there is no injury, but the potential to cause injury or other form of loss exists should it occur again.

Table 3 below shows the increasing number of near misses being reported each year in the prevention of accidents within the workplace. A wide range of learning opportunities have been captured in relation to stations/building, equipment, appliances, operational procedures and breathing apparatus issues.

Year	Number of Near misses
2015/16	56
2016/17	68
2017/18	98
2018/19	109
2019/20	113

Table 3 - Near Miss Reporting 2015/16 to 2019/20



Vehicle Accidents

Table 4 shows the number of accidents involving fleet vehicles from 2015/16 to 2019/20

Year	Number of Vehicle Accidents
2015/16	45
2016/17	67
2017/18	58
2018/19	74
2019/20	69

Table 4 Number of Vehicle Accidents

Analysis of the type of accidents LFRS vehicles have been involved in during 2019/20 has shown that the majority of accidents occur during vehicle maneuvering at slow speeds and there is an increasing trend.

To look at ways of help reduce vehicle accidents a working group has been established to examine current working practices and to develop a Management of Occupational Road Risk framework.

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Health and Wellbeing

Sickness Absence

The management of sickness absence for 2019/20 shows that musculoskeletal and mental health related conditions accounted for 28% of all sickness absence. In total there were 1165 sickness absence cases resulting in 11,331 working days lost within the service. 327 musculoskeletal related absences gave rise to 3136 working days lost and 61 mental health related absence resulted in 2081 working days lost and 15 cases relating to cancer relating to 1062 working days lost.

In order to improve performance from musculoskeletal and mental health related absence, health and safety toolbox talks are to be delivered to all staff during the coming year. The toolbox talks will engage staff to increase understanding of the links between maintaining physical fitness for role, reducing the risks of musculoskeletal injuries and encouraging good mental health.

Health Promotion & Wellbeing Framework

During 2019/20 there has been an increasing focus on employee health and wellbeing through the development of a more holistic wellbeing approach. This aims to improve the health and wellbeing of our workforce ensuring that all who are working for Lancashire Fire and Rescue Service (LFRS) are engaged, motivated, healthy, resilient and well. Examples of the activities carried out in 2019/20 are:

- Developed and promoted wellbeing material jointly with the Firefighters Charity.
- Developed a collaborative approach to wellbeing through the delivery of face-to-face Workplace Wellbeing Toolbox Talks which considered the 'whole person' to emphasis the link between maintaining physical fitness and good mental health/wellbeing. To ensure that all elements of the 'whole person' were considered the following topics were delivered:-
 - Trauma Risk Management
 - Employee Assistance Programme
 - Physical Fitness & Wellbeing link
 - Musculoskeletal (MSK) Awareness/Injury Prevention
 - PPE Contaminants

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Environmental Performance

LFRS Carbon Management Plan was agreed by CFA Resources Committee in March 2009. The plan included targets of 20% carbon emission reduction by March 2013 with a visionary target of 40% by March 2020. A revised and simplified plan was created in April 2013 with a target of 40% carbon emission reduction by March 2020.

The Service achieved an overall reduction of **23%** by March 2020 which equates to **1005** tonnes of CO₂. The plan has delivered cost savings in the region of **£679k**. The original plan included the closure of SHQ and a move to new premises which has not happened.

The Carbon Management Team continues to meet and make progress against a new plan and revised target of 40% carbon emission reduction by March 2030. The team will deliver projects accepting these will be fewer and more targeted in the future. The Plan is overseen by the Director of People and Development.

Monthly meter readings for Gas, Electric and Water continue to be collated together with fuel data collated by Fleet and Engineering Services, providing a full picture of carbon emissions for all LFRS premises.

Fire-fighters' Charity Recycling Banks

LFRS continues to support the Fire Fighters Charity with seventeen fire stations currently having recycling banks on site and two at a neighbouring Tesco and B&Q. For each tonne of clothing, a donation is made to the Fire-fighter's Charity.

In 2019/20, the banks had collected over 40 tonnes of textiles. This has raised £8,880 for the charity.



Waste Management

There has been a 7% increase in waste collected from April to March 2018/19 to April to March 2019/20. The total of waste collected is 110 tonnes.

The percentage of recycled waste during 2019/20 is 31.9% which shows a slight decrease from last year with 9 sites have a recycling rate of 40% or above which is one down from last year.



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Carbon Emissions

Table 5 shows the carbon emission comparisons from the 2007/08 baseline and from the previous year 2018/19.

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	% change on previous year	% change since baseline 2007/08
Buildings	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Electricity	1600	1340	1524	1516	1421	1411	1653	1664	1605	1581	1592	1495	1478	1.1%	7.6%
Gas	1594	1499	1634	1545	1462	1363	1145	1026	978	934	1025	901	988	9.6%	38%
Total	3194	2839	3158	3061	2883	2774	2798	2690	2583	2515	2617	2396	2466	2.9%	23%
Transport	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Fuel	1158	1179	1217	1146	1058	858	827	732	793	796	858	968	882	8.9%	23.8%
	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Service Total	4352	4018	4375	4207	3941	3632	3625	3422	3376	3311	3475	3364	3347	0%	23%
<u>Shown separately in Carbon Management Plan</u>															
Water	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
	9.1	8.8	8.1	6.9	6.7	6.1	6.5	5.6	5.7	5.8	5.4	4.9	6.4	31%	30%

Table 5 Carbon Emissions 2007/08 to 2019/20

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A Look Ahead to 2020/21

Looking to 2020/21, key safety, health and environment priorities are to:

- Rationalise and refresh the existing risk assessments, standard operating procedures/service orders and training requirements following the introduction and publication of National Guidance for Fire and Rescue Services together with legislative changes.
- Reduce the number of accidents and related sickness absence whilst increasing the number of near miss events reported.
- Maintain LFRS certification to ISO 45001:2018 and ISO14001:2015 standards and continually improve the HSMS and EMS.
- Embed Safety, Health and Environment through continued training and interaction with staff to enable proportionate and informed workplace safety, health and environmental decisions to be made.
- Continue to engage our Environmental Champions to assist in reducing carbon emissions from energy and fuel use through a refreshed Carbon Management Plan and reduce waste collected and increase the percentage of waste being recycled.
- Continue to deliver a program of health and wellbeing support to engage staff in maintaining fitness, reducing injury and absence, informing staff about the support available to maintain health and wellbeing whilst promoting ways to enhance personal resilience.
- Develop a Management of Occupational Road Risk policy.
- Embed our Leadership framework.
- Review Climate Change impacts.

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Overall Summary

2019/20 has again seen a very positive year in terms of overall safety, health and environment performance of LFRS.

The number of accidents to LFRS staff 73 has slightly increased from last year however the severity from injury has lowered to 17 lost time safety events which is an improvement from recent years. HSE were notified under RIDDOR regarding 9 events: 1 major injury and 8 over 7 day absences following accidents.

LFRS continues to deliver continuous improvement within the HSMS and EMS maintaining ISO 45001:2018 and ISO 14001:2015 certification through external examination receiving no non-conformances or opportunities for improvement.

Projects and work to manage and improve health and wellbeing, learn from incidents and provide operational assurance, reduce carbon emissions, review National Operational Guidance, research and develop equipment and firefighting techniques to ensure firefighter safety continue to deliver a safe person and safe working environment.

The good relationship with the Fire Brigades Union and UNISON continue working together to maintain a positive culture within LFRS.

